

Colusa County Department of Health & Human Services

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Colusa, CA 95932
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February 2, 1998

Jim Brown, Regional Advisor
California Department of Social Services
744 P Street, MS 6-142
Sacramento, CA 95814

Dear Mr. Brown:

Per your conversation with our director on January 30, enclosed are the revisions to Colusa's County Plan. The changes concern child care, transportation, and interaction with American Indian tribes.

With respect to our formal grievance procedure, we will continue utilizing the plan submitted to your department on August 30, 1988.

Thank you for your assistance.

Sincerely,



Kay Sharpe
Program Manager

Grievance Procedure

Formal grievance procedures shall be used only after the informal and formal conciliation processes described in EAS Manual Sections 42-781.1 through 42-781.5 have failed. Approval of the initial GAIN County Plan by the Colusa County Board of Supervisors shall also constitute establishment of the formal grievance procedures.

The procedures shall remain in effect until such time as they are amended by action of the Board of Supervisors. Minor changes in the procedures (e.g. changes in manual section numbers and minor wording changes in EAS regulations) shall be self-implementing, and shall not require approval of the Board of Supervisors.

The following procedures are either adapted from or direct quotations from EAS Manual Sections 42-720, 42-781, and 42-787. Cause determination, informal and formal conciliation, and state hearings shall also be covered in the procedures, as it is the County Welfare Department's intent to use these procedures as guidelines for GAIN staff to follow in resolving problems.

Cause Determination

Before money management (EAS Section 42-785) or sanctions (EAS Section 42-786) are applied, the County Welfare Department (CWD) shall determine if there is good cause and attempt to resolve the problems when an individual who is required to enter into a participant contract or who volunteers to participate in the program fails or refuses to meet any of the following program requirements: enter into the contract; participate in a program component that was agreed

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to in the contract; accept a job offer or a job referral.

The CWD shall give the individual an opportunity to explain why he/she refused or failed to meet the program requirements. The CWD shall send the individual an appointment notice to meet and discuss the action. The interview and determination of cause shall occur within ten working days of the discovery of the refusal or failure.

The appointment notice shall include the following information:

- a. A statement that the appointment is to determine if the individual had good cause for not meeting the program requirements.
- b. A description of the program requirement that the individual failed or refused to meet.
- c. A statement that the individual has the right to provide an explanation of the refusal or the failure to meet program requirements.
- d. The consequence of failing to keep the appointment.
- e. A listing of what may constitute good cause for failing or refusing to meet program requirements (EAS Manual Sections 42-782, 42-783, and 42-784).
- f. A statement that the individual has a right to a formal conciliation period that shall not exceed 30 days if the CWD finds that the failure or refusal to meet program requirements was without good cause and informal steps to resolve the noncompliance are unsuccessful.
- g. A proposed conciliation plan which outlines the terms under which the individual may resume program participation and bring the conciliation process to an end.

- h. The individual's right to offer a counter-proposal towards conciliatory resolution.
- i. The names and addresses of legal services and welfare rights offices serving people in Colusa County, which can assist with the conciliation.
- j. The consequences of a failure to resolve the dispute during the formal conciliation process.

At the time of the interview the CWD shall review with the individual his/her rights, duties, and responsibilities as described in EAS Manual Section 43-760.4.

If the individual contacts the worker prior to the scheduled interview to request rescheduling, the interview shall be rescheduled. The number of reschedulings shall not exceed two. The CWD shall be permitted to conduct telephone interviews to accomplish the cause determinations. If the individual does not keep the appointment for the determination and has not contacted the CWD, a cause determination shall be made from available information.

If the CWD determines, based on the criteria specified in EAS Manual Section 42-782, that good cause existed for the failure or refusal to meet the program requirements, the county shall, as necessary:

- a. Determine if the problem causing noncompliance has been resolved and the individual can immediately resume participation without further action.
- b. Identify and arrange for additional supportive services that will allow for participation in a program component.
- c. Determine with the individual whether participation in another component would be appropriate.

- d. Determine if temporary deferral is appropriate.
- e. Amend the participant contract as appropriate.

INFORMAL CONCILIATION

If the CWD determines that no good cause existed for the failure or refusal to meet program requirements, the CWD shall conduct informal conciliation. Informal conciliation shall consist of offering the individual an opportunity for an interview with the supervisor of the CWD staff person who made the cause determination, or with another individual designated by the supervisor of the GAIN program. The CWD shall be permitted to involve other parties relevant to the individual's noncompliance, such as the individual's trainer or supervisor. The purpose of the interview is to redetermine whether good cause exists for the failure or refusal to meet requirements and to attempt to resolve the conflict so that the individual will meet the requirements. The interview shall be conducted either in person or by telephone.

The CWD shall make all reasonable efforts to conduct informal conciliation within five working days of the initial case determination. The informal conciliation period shall not exceed ten working days from the initial cause determination. If the informal conciliation process shall begin immediately following the unsuccessful informal conciliation process, if possible, but no later than ten working days following the initial cause determination. The CWD shall use its proposed conciliation plan and/or the individual's counter-proposal to encourage compliance with GAIN requirements and resolve the problems which had resulted in noncompliance.

The formal conciliation period shall not exceed 30 calendar days. The individual shall be permitted, upon written request, to terminate the formal conciliation process sooner than 30 days when he/she believes that conciliation will not resolve the dispute. The CWD shall be permitted to terminate the formal conciliation plan sooner than 30 days if the individual refuses to meet the conditions of the conciliation plan.

The CWD shall notify the individual in writing of his/her successful completion of the conciliation plan. If the formal conciliation process is unsuccessful in resolving the conflict, the following shall occur:

- a. If this was the first instance of noncompliance without good cause, the CWD shall follow the procedures in EAS Manual Section 43-785 for Money Management.
- b. If this was a second or subsequent instance of noncompliance, the CWD shall follow the procedures in EAS Manual Section 42-786 for financial sanctions.

(The procedures described above for cause determination and formal conciliation are the same procedures used when a participant files a formal grievance based on Section 5302 of the Unemployment STATE HEARING EAS Manual Section 42-787.1)

If a participant believes that any program requirement or assignment is in violation of the contract or is inconsistent with the program, the CWD shall inform him/her of the right to request a state hearing, or to file a formal grievance based on procedures established by the Colusa County Board of Supervisors (the formal grievance procedure is described in the following section). The CWD

shall inform the individual of his/her right to file an appeal through the state hearing process as an alternative to the formal grievance procedure.

Procedures for state hearings are specified in MPP Division 22. Aid will be continued if the individual appeals through the state hearing process within the period of timely notification, and no sanction shall be imposed until the hearing decision is reached.

FORMAL GRIEVANCE PROCEDURE

(Established by the Colusa County Board of Supervisors
in accordance with EAS Manual Sections 42-720.34,
42-787.4, and 420787.5 and .6)

A formal grievance may be filed by a GAIN participant mailing a request to the Colusa County Department of Social Welfare, GAIN Office, P. O. Box 370, Colusa, California 95932; or by the participant personally delivering a request to the receptionist at the GAIN Office. Upon receipt of the request for a formal grievance, a prompt hearing date shall be set and the GAIN participant shall be notified by mail at least five days prior to the hearing.

The sole issue for resolution through a formal grievance shall be whether a program requirement or assignment is in violation of the contract or inconsistent with the program. The participant shall not be permitted to use the formal grievance procedure to appeal the outcome of a state hearing, the requirement to sign a basic contract, or the results of an assessment made in accordance with EAS Manual Section 42-773. Nothing in this paragraph shall be construed to

exclude registrants who fail to sign a basic contract from the formal conciliation process.

The CWD director shall appoint an independent, impartial hearing officer who shall be familiar with AFDC and GAIN regulations, but who shall not have any direct involvement with the case of the participant who files the grievance. The participant shall have the following rights:

- a. The right to present evidence and question witnesses.
- b. The right to a written statement from the county in advance of the hearing setting forth the facts and basis of the county's position. If this statement is not received by the participant at least 24 hours prior to the hearing, the participant may request a new hearing date.
- c. The right to have access to all relevant documents and information in advance of the hearing.
- d. The right to be represented by an attorney or other representative. The participant may obtain free legal assistance through the appropriate welfare rights or legal services offices, or may retain an attorney at his/her own expense if he/she chooses to have an attorney present.
- e. The right to a written decision making findings of facts and conclusions of law and informing the participant of his/her right to appeal the decision through the state hearing procedure.

Continuous participation in the assigned component and adherence to the GAIN contract is required to prevent sanctions during the formal grievance process. If the individual continues to participate

in the program during the Formal Grievance process, but wants to grieve a program requirement which he/she believes is inconsistent with the program or in violation of the contract, aid will be continued.

If an individual has already unsuccessfully completed the formal conciliation procedure specified above due to nonparticipation and the individual wants to grieve a program requirement or assignment at this time, only this formal grievance procedure established by the Colusa County Board of Supervisors and/or the state hearing process will be available. Aid will be continued only if the individual begins to participate in the program prior to the commencement of sanctions and continues to participate for the duration of the grievance process.

If an individual files a grievance after the sanction commences, the sanction will not be suspended.

COLUSA COUNTY
Bonnie Marshall, Director

CalWORKs Plan

December 30, 1997

Prepared by Kay Sharpe, Program Manager
Phone: (530) 458-0283; FAX: (530) 458-0492

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by The Welfare to Work Act of 1997, AB 1542.

EXECUTIVE SUMMARY

Briefly describe the CalWORKs program of Colusa County. Include:

- (1) A listing of the major program goals and objectives; and
- (2) A brief description of the major program elements which will contribute to those goals and objectives.

Program Goals and Objectives

Goal: To affect changed attitudes and perspectives of our clients toward the role of public assistance in their lives. Our clients' social and personal skills need recalibrating to meet the demands they will face to maintain self-sufficiency after leaving public assistance. This process needs to start at the point of entry to CalWORKs. Our objectives are to:

- 1) Provide each of our clients a customized and comprehensive *welfare-to-work plan*, addressing not only training and work barriers and strengths but also barriers and strengths in their home lives. Each client's welfare-to-work plan will be modified as clients' needs change.
- 2) Provide *support and crisis response* to our clients when they encounter obstacles that might impede their progress toward self-sufficiency. CalWORKs case managers, involving other professionals such as substance abuse, mental health, child welfare, and family violence service providers, will provide or refer clients to the appropriate service or combination of services. Clients will be encouraged to develop their knowledge and use of community resources, such as immunization clinics, counseling services, school personnel, and child care providers.
- 3) Provide continuing support and service to our clients after they have left public assistance by attaining self-sufficiency through full-time employment. At the client's option, a *job retention plan* will be developed with the client, emphasizing the client's strengths and goals. Interdisciplinary teams will meet as needed for input. Should crises develop, appropriate service referrals will be made. Clients will be encouraged to avail themselves of these services.

Goal: To develop interest and motivation in our employment community in providing training and job opportunities for our clients. Our objectives toward accomplishing this include:

- 1) actively participating in local economic development efforts, including regular attendance at Economic Development Corporation meetings, assisting with grant-writing efforts, providing statistical data and analyses, and attending rural economic development summits;
- 2) maintaining the active involvement of the private sector in our Welfare Reform Task Force by providing them with timely information and progress reports concerning job and economic development.

Goal: To develop and continually improve our system of *retrieving relevant data*. A system for developing client profiles and then grouping these profiles with respect to variables such as transportation and child care needs, English proficiency, literacy, educational levels, length of

absence from a labor market connection, and participation in seasonal employment will provide us with an accurate assessment of our needs.

Program Elements

As each applicant for CalWORKs and each formerly active recipient of AFDC becomes enrolled in CalWORKs, an orientation and appraisal will be conducted by DHHS staff. The "savings account" concept of the 60-month lifetime eligibility will be emphasized, and clients will be informed about the Diversion Program. For clients who continue with CalWORKs, their first component will be enrollment in a four-week open-entry, open-exit Job Club, which will be conducted by JTPA. Assessments will be conducted by CalWORKs staff, although clients who appear to require more in-depth assessment will be referred to JTPA or, particularly if learning disabilities are suspected, to the Marysville campus of Yuba College and to Vocational Rehabilitation. Work experience, employment preparation, and remedial instruction, such as GED, Adult Basic Education, and English-as-a-Second-Language will be provided through our contract with the JTPA provider. JTPA will also provide job development services, job retention activities, and on-the-job training work sites. Most of these activities will be in collaboration with the Employment Development Department and our department under our one-stop employment services umbrella known as the *Colusa County Career Resources Center*. Some adult education will be provided at area high schools' Adult Education sites.

For those clients unable to secure employment after eighteen to twenty-four months of employment services, placement in Community Service work sites for their remaining thirty-six to forty-two months of CalWORKs participation will be made so that the client will be providing work in exchange for cash assistance. We plan to contract with a Community Service work site developer after we have had CalWORKs implemented for about one year. Also, Community Service will be required of those individuals exempt from participating because their round-trip commuting time to their work and/or training sites and child care provider exceeds two hours.

Fundamentals of our program will be the effective use of interactive plans, both welfare-to-work plans and job retention plans. Clients will be completely involved in the development and modifications of their plans. Case management meetings conducted at the Career Resource Center will focus on clients' progress. The expertise of collateral agency staff, such as staff from Behavioral Health Services (substance abuse and mental health), Health, child welfare, domestic violence services, Victim-Witness, the Probation Department, and others will be part of each client's plan as needed. CalWORKs management will maintain continuing contact with school district attendance offices and the Probation Department's School Attendance Review Board to ensure school truancies do not go unreported to us. Should clients' children have enrollment problems, efforts will be made to ensure compliance with school attendance regulations before resorting to CalWORKs penalties. Clients whose children are not immunized will be referred immediately to the Health Department, our local medical clinic, or the Healthy Start site. The Director of Nurses for the Health Department will not require appointments for CalWORKs referrals for immunization.

Section 10531 of the Welfare and Institutions Code (WIC) requires each county to develop a plan that is consistent with state law and describes the full range of services available to move CalWORKs applicants and recipients from welfare-to-work. Subsections (a) through (q) set forth specific plan requirements which are addressed below. The CalWORKs plan should not duplicate the planning processes which have already occurred within the county, rather it should incorporate other planning efforts where appropriate.

(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

Briefly describe how the county will work with other public and private agencies to provide necessary training and support services. This section should include, at a minimum, a list of the necessary training and support services and the public and/or private agencies which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]

Does your county have a Refugee Employment Services Plan?

☐ YES ☒ NO

☐ If so, please certify that welfare-to-work activities will be coordinated with the County Refugee Services Plan.

Our department is developing a Memorandum of Understanding with Yuba College, the Job Training Partnership Act service provider for Colusa County. Yuba College was the successful applicant for the North Central Counties Consortium Private Industry Council request for proposals for the contract period beginning July 1, 1997. This contract had been held by the Colusa County Office of Education since 1984. The majority of the program's staffing positions incurred no personnel changes; thus, our positive working relationship with JTPA staff has not been hampered.

In August 1995, our department's GAIN program joined with JTPA and the Employment Development Department to form the "One-Stop" collaborative *Colusa County Career Resource Center*. In June 1996, JTPA completed construction of a building adjacent to EDD to facilitate the co-location of staff from each of the three participating agencies. Our department has since added an eligibility worker to the collaborative in preparation for CalWORKs implementation. Additional staff co-locations are planned to meet the needs of CalWORKs participants, including the development of "teams" consisting of a JTPA employment counselor, eligibility worker, and DHHS employment worker.

Most of our training components for clients will continue to be done in collaboration with JTPA. Job Club, Employment Preparation field placements, on-the-job training opportunities, and supervised job search activities will continue to be provided through JTPA. Assessments will be provided primarily by GAIN staff during their development of each client's individualized

welfare-to-work plan. Clients requiring more intensive assessment services will be referred to the main campus of the local community college, Yuba College, and to Vocational Rehabilitation. Case managers from CalWORKs, EDD, and JTPA will continue weekly case management meetings to review the progress being made with CalWORKs clients toward the successful completion of welfare-to-work plans.

Our department will expand its collaboration with the County Office of Education's Child Care Resource and Referral unit. All stages of child care, beginning with Stage 1, will be managed by that agency. We feel having Resource and Referral as the sole child care agency will provide for a smoother flow of clients as they progress through the three stages of child care and will alleviate the stigma as well as the dependence of dealing with the "welfare department" in order to arrange child care.

The County Office of Education also provides Regional Occupational Program opportunities for our clients, which our department will continue to utilize. These include instruction in office skills, practical nursing, and mechanics.

Adult education programs at the local school districts will also continue to be utilized for their *English as a Second Language* (ESL) classes as well as English language GED instruction. The Williams Unified School District's Adult Education director is an active participant in our Welfare Reform Task Force. As new programs develop through adult education, our department will include them in our clients' individualized welfare-to-work plans.

(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

Describe the county's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients. [Reference: WIC Section 10531(b)]

The department is expanding its membership in the Economic Development Corporation (EDC), whose members also include private sector business leaders, the Colusa Area Chamber of Commerce, and the Williams Civic Association. The JTPA community outreach position will be contracted with EDC, providing another linkage with our department vis-a-vis the Career Resource Center One-Stop. Further, Yuba College has a *Small Business Development Center* (SBDC) office in the county and has committed to playing a major role in planning and implementing AB 1542 locally. Additionally, our department will remain on the Yuba College Colusa Center Advisory Committee, which will be meeting more frequently to meet the changes brought by welfare reform. Initial contacts have been made with representatives of the local labor union and with the ministerial association; relationships with both of these communities will be developed in the weeks to come.

(c) LOCAL LABOR MARKET NEEDS

Briefly describe other means the county will use to identify local labor market needs. [Reference: WIC Section 10531(c)]

The local Employment Development Department is one of the three agencies involved in developing and expanding the services of our one-stop, the Colusa County Career Resource Center. EDD's labor market information is reliable and immediately accessible to our staff, two of whom are co-located with EDD staff, and EDD's employer outreach efforts account for a large share of EDD staff time. The cultural relevance of EDD's bilingual, bi-cultural Hispanic staff is critical to meet the needs of many of our CalWORKs Hispanic participants whose primary occupational skills are in agriculture. EDD is also sensitive to the needs of the many agricultural employers in our county, having worked with these employers for many years in filling seasonal agricultural jobs.

(d) WELFARE-TO-WORK ACTIVITIES

Each county is expected to offer a range of services adequate to ensure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) "No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients." Activities allowed by state law include, but are not limited to, those listed below. Please indicate which of the following activities will be provided and identify any allowable activities that will not be provided. [Reference: WIC Section 10531(d) and WIC Section 11322.6]

- | | |
|--|--|
| <input checked="" type="checkbox"/> Unsubsidized employment | <input checked="" type="checkbox"/> Work Study |
| <input checked="" type="checkbox"/> Subsidized private sector employment | <input checked="" type="checkbox"/> Self-employment |
| <input checked="" type="checkbox"/> Subsidized public sector employment | <input checked="" type="checkbox"/> Community service |
| <input checked="" type="checkbox"/> Work experience | <input checked="" type="checkbox"/> Job search and job readiness assistance |
| <input checked="" type="checkbox"/> On-the-job training | <input checked="" type="checkbox"/> Job skills training directly related to employment |
| <input checked="" type="checkbox"/> Grant-based on-the-job training | <input checked="" type="checkbox"/> Supported work |
| <input checked="" type="checkbox"/> Vocational education and training | <input checked="" type="checkbox"/> Transitional employment |
| <input checked="" type="checkbox"/> Education directly related to employment | <input type="checkbox"/> Other (list) |
| <input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL) | |

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse Services

Briefly describe how the welfare department and the county alcohol and drug program will collaborate and utilize new funds available to ensure the effective delivery of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]

X Certify that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

Describe any additional services the county will provide. [Reference: WIC Section 11325.8]

Plan for Mental Health Services

Briefly describe how the welfare department and the county department of mental health will collaborate and utilize new funds available to provide effective mental health services. Counties should maximize federal financial participation to the extent possible in the provision of mental health services. [Reference: WIC Section 11325.7]

X Certify that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

Please describe any additional services the county will provide.

Substance abuse and mental health services have recently combined in our county as the Department of Behavioral Health Services (BHS). We plan to have BHS staff provide in-service training to CalWORKs eligibility, employment, and social workers to assist us in making appropriate referrals and to include BHS in clients' welfare-to-work plans as needed. Since clients' welfare-to-work plans may challenge their coping skills, caseworkers will be trained to recognize that BHS referrals will not be limited to an "intake" point; rather, staff will be aware of the continuing need to evaluate the possibility of referring clients to BHS.

Clients who exhibit some evidence of mental instability will receive eighteen months of CalWORKs services, including mental health treatment. If continuing mental health treatment might be successful in alleviating the client's barrier to employment, up to another six months of CalWORKs services, including mental health treatment, will be provided. In many instances, clients' welfare-to-work plans will be developed and implemented by staff working in concert with the CalWORKs worker. In cases involving substance abuse or mental health issues, a staff person from BHS will be part of that client's CalWORKs team.

(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Briefly describe the extent to which and the manner in which the county will make mental health services available to recipients who have exceeded the 18- or 24-month time limit. [References: WIC Section 10531(f) and WIC Section 11454].

Participants diagnosed by the Department of Behavioral Health Services as having serious, long-term mental or emotional disabilities that impair their ability to attain self-sufficiency through employment will be exempt from the community service work component and will be referred to BHS for on-going services, which initially might include assistance with an SSI-SSP application. Eligibility staff will provide changes in Medi-Cal, CMSP, Food Stamps, or other programs available through this department as needed.

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

Please briefly describe how child care services will be provided to CalWORKs participants. This should include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. It should also indicate what criteria the county will use to determine, on a case-by-case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from welfare-to-work participation. The exemption period must be at least twelve weeks and, at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Briefly describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions, and any other factors used by the county. Additionally, briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

Transportation

Briefly describe how transportation services will be provided. [Reference: WIC Section 10531(g)]

Child Care

All three stages of child care will be through the Colusa County Office of Education's Resource and Referral Agency ("R&R"). As clients progress from one stage of child care to another, they will be given a "ticket" to take to R&R so that the appropriate fund for child care is accessed. Staff from this department will meet monthly with R&R to ensure child care expenditures are being made from the appropriate Stage.

Stage 1 child care will be provided until the client(s) have attained stability in their work and/or training schedule. Stage 1 can be extended beyond six months should the family have not achieved this stability. Stage 2 child care will be utilized for those clients whose work and/or training schedule has stabilized. R&R will be informed of Stage 2 clients' discontinuance from CalWORKs since Stage 2 eligibility cannot exceed two years after aid discontinues. Clients will move to Stage 3 as quickly as possible.

A family's primary child care provider will be exempt from participating in a welfare-to-work plan for the first six months after the birth of a child. For the next two months; i.e., until the child reaches eight months of age, three to ten hours of the parent's weekly welfare-to-work participation will be required to be in a parenting instruction component that is approved by the CalWORKs worker. The parent providing primary care for a subsequent child born into the family will be exempt from participating in a Welfare to Work Plan until the child attains twelve weeks of age. For the next two months, three to ten hours per week of that parent's Welfare to Work Plan activity must include parenting instruction from a county-approved source. This

twelve-week exemption can be extended to up to six months based upon the availability of infant child care and local labor market conditions. This determination will be made on a case-by-case basis. Again, the first two months of Welfare to Work participation must include three to ten weekly hours of parenting instruction from a county-approved source.

Our county is part of a fourteen-county consortium that will provide child care provider training to CalWORKs recipients for two years, starting January, 1998. Colusa County's share will be approximately fourteen CalWORKs clients who will receive child care provider training. We hope to encourage these new providers to provide alternative-day and alternative-hour child care since a considerable share of Colusa's entry-level job activity is in fast-food, restaurant, and "quick-stop" establishments.

Transportation

A characteristics survey of our October, 1997, recipient population indicated that approximately thirty-eight percent of our recipients have no vehicle. We presently contract with our sole public transportation provider, Colusa County Transit, to provide twice-daily transportation to the Yuba College main campus in Marysville, which is in Yuba County, two counties from us. We plan to continue this arrangement unless we determine with Transit that there would be a better use of these funds. For example, certain of our clients live outside the boundary of Transit's service area. We may determine that getting these clients to Colusa, the site of most of our JTPA programs, would be a better use of our transportation dollars. The Transit Department is currently using all of their Transportation Development Act funds for existing routes and they are unable to expand their current routes to accommodate Welfare-to-Work participants or any other transportation needs that develop within our county.

We will reimburse clients driving their own vehicles to welfare-to-work activities based upon our department's reimbursement rate for employees, which is currently \$0.315 per mile. Since our county does not have a full community college campus (Yuba College's Colusa Center has limited courses available), we will work with Yuba College and the local JTPA (a Yuba College contract) to develop additional transportation by bus or van to the Marysville campus as well as to the Woodland (Yolo County) campus.

(h) COMMUNITY SERVICE PLAN

Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum. [References: WIC Section 11322.6 and WIC Section 11322.9]

Specific details of our Community Service Plan will be supplied by addendum. Briefly stated, we plan to develop work sites at the long-term care facility in Williams, Valley West Convalescent Hospital, as well as with the Literacy Council, which has a continuing need for reading tutors. The county's Public Works Department and Building and Planning Department's Maintenance Division will also provide opportunities for community service. We are awaiting clarification of Fair Labor Standards Act requirements before drafting community service agreements. We will explore the possibility of contracting our Community Service component with another agency so that agency would be the employer of record.

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence. [Reference: WIC Section 10531(I)]

Until regulations are adopted by California Department of Social Services in consultation with the Taskforce on Domestic Violence established by the Welfare-to-Work Act of 1997, the county may utilize other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence, for example, those now used in the GAIN Program. [Reference: WIC Section 11495.15] Please describe the criteria that will be used by your county for this purpose and what approach the county would take to deal with recipients who are identified in this way.

Our county has three resources for training staff in the recognition of domestic violence. First, the University of California at Davis provides day-long instruction on this topic, on both the regional and county-specific level. Second, the director of our county's Department of Behavioral Health Services has agreed to have members of his staff provide training to our eligibility, employment, and social work staff; he and his staff are additionally available for case-by-case consultation. Thirdly, we are part of the service delivery area for Casa de Esperanza, a domestic violence treatment facility located in Yuba City which serves Yuba, Sutter, and Colusa Counties. Casa de Esperanza has presented domestic violence training to our staff in the past and will continue to do so. Training will include workers becoming familiar with related programs, such as Victim-Witness. Training will focus on domestic violence as family violence and on the need for family-focused intervention and on-going treatment.

Current GAIN deferrals will be utilized to exempt clients from participation; however, staff and clients will be encouraged to embark upon a welfare-to-work plan which would include as one of its participation components treatment for family violence. Including Child Welfare case managers in the client's individualized welfare-to-work plan will be encouraged as warranted by individual cases.

(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

Please indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]

As established in AB 1542, our performance outcomes will include 1) The success of welfare-to-work, including the rate of movement to employment, earnings for CalWORKs recipients and those who have left the CalWORKs program, and job retention rates. This shall include the extent to which recipients have obtained unsubsidized employment in each of their years on aid. 2) Rates of child support payment and collection. 3) Child well being, including entries into foster care, at-risk births, school achievement, child poverty, and child abuse reports. 4) Changes in the demand for general assistance. 5) Supply, demand, and utilization of support services by CalWORKs recipients, including child care, transportation, mental health services, and substance abuse treatment. 6) The number of identified families affected by domestic violence.

Job retention services are viewed as being crucial to the success of our program. Some staff will be working alternative schedules to enable them to have contact with their clients for as long as one year after the client's employment. An individualized *Job Retention Plan* will be developed with each client who chooses to receive our services after becoming fully employed and discontinued from CalWORKs cash assistance. Services will include job coaching, employment counseling and employer contacts as well as referrals to other services on behalf of the client. Appropriate, specific releases of information will be secured.

Future performance outcomes and their measures will be supplied by way of addendum to this plan.

(k) PUBLIC INPUT TO THE COUNTY PLAN

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531(k)]

The Colusa County Board of Supervisors appointed community members to the Welfare Reform Task Force that was established by our department in the summer of 1997. The Task Force is open to any who wish to attend. Meetings began on a monthly basis and increased to weekly upon discussion of the county's options with respect to our County Plan. After our Plan is submitted to the Board of Supervisors and their approval is obtained, Task Force meetings will return to monthly. Citizen members of our board include a small business owner, an elementary school teacher, the owner of a farming enterprise, and a reporter from the local newspaper. Representatives of other county departments, including the director of Behavior Health Services, the Auditor's office, Transit, and the Colusa County Office of Education, as well as staff from JTPA and EDD, and Williams Adult Education have been regular participants. Each optional plan element was presented and discussed at length at these meetings; additionally, presentations from various provider agencies, such as R.O.P., Adult Education, Literacy Council, and Substance Abuse Services have been made. GAIN and eligibility staff have also regularly attended. The level of interest and involvement in the county planning process has been gratifying and extremely helpful.

Task Force members appointed by the Board of Supervisors are Dawn Nissen of Williams, a private citizen involved with both farming and local business, Donna Krause of Colusa, a teacher, John Larsen of Colusa, a community member (subsequently resigned), Tom Evans of Colusa, a newspaper reporter, Roy Amundson of Colusa, a local business owner, Bob Kessinger of Colusa, our county's Auditor. Janet Dawley of Arbuckle, an Auditor's office employee as well as a local business owner, serves as Mr. Kessinger's alternate.

(I) SOURCE AND EXPENDITURES OF FUNDS

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(1)]

Please refer to Attachment 1, "County Plan Budget - 1997-98 State Fiscal Year."

(m) ASSISTING FAMILIES TRANSITIONING OFF AID

Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment. [Reference: WIC Section 10531(m)]

Assistance for those individuals leaving cash assistance due to time limits will include co-ordinating Community Service participation for the adult caretakers, providing transportation and child care assistance to enable participation in this program, and routine caseworker contacts semi-annually to redetermine the service needs of the family as a whole. Included in this re-determination will be an analysis of the current barriers to employment, with services and referrals extended as indicated by the client's present situation.

Job retention services will be offered to each participant transitioning off of aid. As previously described, an individualized Job Retention Plan will be developed with those leaving aid for full-time employment; the plan will be as customized as possible to best meet all of the client's needs and to provide a support for the client during those times of crisis, from child care difficulties to relationship difficulties. Behavioral Health Services, Child Welfare, domestic violence and victim-witness services will be part of each Plan as warranted. The client's need for amended child care and transportation services will be assessed.

(n) JOB CREATION

Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.

Our department's increased involvement in the activities of the Economic Development Corporation has been referenced earlier as part of our effort in increasing the availability of jobs within our county. We will also be providing funds for a job developer, either through contract to another agency, such as JTPA, or through direct contract to an individual recruited by our agency. Given the agrarian nature of our economy, our job developer needs to be conversant with larger business entities as well as local farmers and ranchers and their foremen. Our Economic Development Corporation will be receiving Job Creation Investment Fund money; our department is on its Task Force. We will continue to participate in California Agricultural and Labor Welfare to Work conferences, either directly or through sponsoring EDC staff's attendance.

(o) OTHER ELEMENTS

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

No pilot or demonstration projects are being considered at this time; should this change, we will provide an addendum to this Plan.

(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.8(a)]

Our county will require that applicants and newly enrolled recipients will begin participating in welfare-to-work activities for 26 hours per week. Our only exception to that requirement is that the primary caretaker parent of a child born during the client's CalWORKs participation will satisfy three to ten of those 26 weekly hours of activity by participating in parenting instruction for two months upon the infant's attaining six months of age.

(g) INTERACTION WITH AMERICAN INDIAN TRIBES

Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

Neither Cortina nor Colusa Rancheria, our local tribal organizations, has expressed an interest in partially or fully administering a TANF program. We have invited them to attend our Welfare Reform Task Force meetings and hope to elicit their input on our new employment and training programs.

County Plan Budget 1997/98 State Fiscal Year

Section 2

Note: The following categories are for information purposes only and are not an indicator of specific claiming categories

	Total	TANF/State General Fund	CCDBG	Title XIX	County Funds *	Other **
TOTAL CalWORKs Admin & Services Items (A) thru (D)						
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)	898,134	807,404	20,000	0	70,730	0
(1) Benefit Administration	291,289	268,349			22,940	50,000
(2) Program Integrity (Fraud)	79,118	72,887			6,231	
(3) Staff Development/Retraining	9,580	8,828			754	
(4) Welfare-to-Work Activities	461,607	425,254			36,353	88,000
(5) Cal Learn	16,540	15,237			1,303	
(6) Child Care - 1st half of 1997/98	40,000	16,850	20,000		3,150	
(7) Other Activities ***		0			0	
(B) Child Care - 2nd half of 1997/98	149,642	149,642			0	
(C) Mental Health Treatment	37,346	18,673		18,673	0	
(D) Substance Abuse Treatment	8,488	4,244		4,244	0	

* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1998/97.

** If other sources of funding are being made available for an activity, please identify on a separate page.

*** Please identify "other activities" on a separate page.

County Plan Budget 1997/98 State Fiscal Year

Section 1

	Total	FCS	State General Fund	County Funds *	Other **
Food Stamp Administration (For County MOE Purposes)	340,099	170,049	119,035	51,015	0

* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.

** If other sources of funding are being made available for an activity, please identify on a separate page.

CERTIFICATION


THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

Colusa County Department of Health
and Human Services



Bonnie Marshall, Director

Colusa County Board of Supervisors



William R. Waite, Chairman